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GOVERNMENT OF INDIA

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भाग II- खण्ड 1
Part II-Section 1

केन्द्र-शासित प्रदेश लद्दाख प्रशासन
ADMINISTRATION OF UNION TERRITORY OF LADAKH

DEPARTMENT OF CIVIL AVIATION
F. No.: A/2117/2024-CA SECTION
Notification
Ladakh, the 28th of August, 2025

S.O. 103_In exercise of the powers conferred by S.O. 282 (E) dated 21.01.2020 issued by the Ministry of Home Affairs, the Lieutenant Governor of the Union territory of Ladakh, hereby makes the following rules namely:

1. Short title and commencement:

1) These rules may be called the **Union Territory of Ladakh Civil Aviation (Subordinate) Service Recruitment Rules, 2025.**
2) These rules shall come into force from the date of their publication in the Official Gazette.

2. Definitions: In these Rules, unless the context otherwise requires, -

(a) **"Administration"** means Administration of the Union Territory of Ladakh;

(b) **"Administrative Department"** means the Department of the Administration in the Union Territory Secretariat holding the administrative charge of the Service:
(c) **"Appointed day"** shall mean the day as defined under section 2 (a) of the Jammu and Kashmir Reorganization Act, 2019:
(d) **"Board"** means the appropriate recruitment board;
(e) **"Cadre"** means the sanctioned strength of the service under these Rules;
(f) **"Member of the Service"** means a person appointed to a post in the Civil Aviation (Subordinate Service under the provisions of these Rules);
(g) **"Rules"** means the Union Territory of Ladakh Civil Aviation (Subordinate) Service Recruitment Rules;
(h) **"Resident of Union territory of Ladakh"** means any person who satisfies the criteria of residence as may be prescribed for the purpose of employment under the Administration of Union territory of Ladakh under any Act, Rule, Regulation or Order having force of law in Union Territory of Ladakh;
(i) **"Schedule"** means the Schedule (s) annexed to these Rules;
(j) **"Service"** means Service as constituted under these Rules; and
(k) **"Union Territory"** means the Union Territory of Ladakh.

3. Constitution of the Service: From the date of commencement of these Rules, there shall be constituted the Union territory of Ladakh Civil Aviation (Subordinate) Service.

4. Initial Constitution: On the date of commencement of these Rules, persons who have already been appointed substantively to a post in the cadre of J&K Civil Aviation (Subordinate) Service and finally allotted for service in the Union Territory of Ladakh in accordance with the provision of section 89(2) of the J&K Reorganization Act, 2019, shall be deemed to have been appointed to the Service at the initial constitution:

Provided that a person appointed by a competent authority substantively to a post in the cadre of J&K Civil Aviation (Subordinate) Service on the recommendation of a Board after the appointed day shall also be deemed to have been appointed to the Service at the initial constitution and the services rendered by him prior to the commencement of these Rules shall count for the purpose of rules regulating his conditions of service.

5. Strength and Composition of the Service: (1) The authorized permanent strength of the Cadre and the nature of the posts included therein shall be determined by the Administration, from time to time and shall at the initial constitution of the Service under these Rules, be such as specified in Scheduled-I.

(2) The Administration shall, at the interval of every five years or at such other intervals as may be necessary, re-examine the strength and composition of the Cadre of the Service and make such alteration therein as it deems fit.

6. Qualification and Method of Recruitment:

(1) No person shall be eligible for appointment or promotion to any post unless he possesses the qualifications as laid down in Schedule-II annexed to this rule.
(2) Appointment to the Service shall be made:

(a) By direct recruitment; or
(b) By promotion, failing which by absorption:

Provided that the terms and manner of appointment by absorption shall be as notified by the Administration by a general or special order:
Provided further that the competent authority to appoint a person to the Service by absorption shall be the Administration.

7. Probation: (1) Every person on appointment to the Service, by direct recruitment shall be on probation for a period of two years, Person on appointment to the Service by promotion or by absorption shall be on probation for a period of six months:

Provided that the period of probation may extend in accordance with the instructions issued by the Administration from time to time.

Provided further that other matters relating to probation, will be governed by the instructions issued by the Administration in this regard from time to time.

(2) If, during the period of probation or any extension thereof, as the case may be, the Administration is of the opinion that a person appointed to the Service has not successfully completed the period of probation, the Administration may discharge the directly recruited candidate from the Service or revert the promotee to the post held by him prior to his promotion.

8. **Training and Departmental Examination**: Persons appointed to the service shall be required to undergo such training from time to time during the course of probation and to pass such examination (S) as the Administration may prescribed:

Provided that the Administration may exempt, either wholly or partly, from such training or departmental examination(s) person who have passed a departmental examination or undergone training declared by the Administration to be equivalent to a departmental examination or training prescribed under these Rules.

9. **Eligibility for Direct Recruitment**: The age limit and other qualifications for direct recruitment shall be as prescribed by the Administration:

Provided that a person already in Government service would be required to apply through proper channel for direct recruitment against a vacant post in the Service, if he possesses the educational and other qualification prescribed for recruitment to such posts.

10. **Maintenance of Seniority Lists**: The Administrative Department shall maintain up to date and final seniority list of Members of the Service:

Provided that the seniority of Members of the Service shall be maintained in accordance with the rules as may be notified by the Administration by a general or special order.

11. **Disqualification for Appointment**: No person shall be qualified for appointment to the Service unless the person is a Resident of Union territory of Ladakh

Provided that this rule shall not apply to persons allotted service in Union Territory of Ladakh under the provisions of section 89 (2) of Jammu and Kashmir Reorganization Act, 2019, or such Rules as may be prescribed by the Administration.

12. **Interpretation**: If any question arises relating to the interpretation of these Rules, the matter shall be referred to the Administrative Department whose decision thereon shall be final and binding.

13. **Repeal and Savings**: (I) All the Rules corresponding to these Rules in force immediately before the commencement of these Rules are hereby repealed.

(2) Notwithstanding such repeal, any appointment order made, or action taken under the provisions of the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules.

(3) Nothing in these Rules shall affect reservations, relaxation in age-limit and other concessions required to be provided for the Scheduled Tribes/Scheduled Castes and other special categories of person in accordance with orders issued by the Administration from time to time in this regard.

14. Residuary Matters: In regard to the matters not specifically covered by these Rules, the members of the Service shall be governed by Rules/regulations and orders as may be prescribed by the Administration.

FRANKLIN LALTINKHUMA

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Dr. Franklin Laltinkhuma, IAS/डॉ. फ्रैंकलिन लालतिनखुमा, आईएएस
Secretary, Civil Aviation Department / सचिव, नागरिक उड्डयन विभाग
UT of Ladakh /केंद्र शासित प्रदेश लद्दाख

Copy to the:
1. Joint Secretary (JKL), Ministry of Home Affairs.
2. All the Administrative Secretaries, UT Ladakh.
3. Additional Director General of Police (ADGP) Ladakh.
4. Deputy Commissioner/CEO, LAHDCs Leh/Kargil.
5. All Divisional Head of the Departments.
6. District informatics Officer, NIC, Ladakh for uploading in the UT Website.
7. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
8. Private Secretary to Chief Secretary for information of the Worthy Chief Secretary.
9. I/C Archives, Archaeology and Museums.
10. Office/Order File.

Amir Suhail, (JKAS)/ आमिर सुहैल, (जेकेएएस)
Under Secretary/ अवर सचिव
Civil Aviation Department / नागरिक उड्डयन विभाग
UT of Ladakh / केंद्र शासित प्रदेश लद्दाख

Ladakh Civil Aviation (Subordinate) Service Recruitment Rules, 2025

SCHEDULE-I

S. No	Designation of the post	Pay Level & Structure	Number of Posts
01	Section Officer	Level-7 (44900-142400)	01
02	Head Assistant	Level-6B (35600-112800)	01
03	Senior Assistant	Level-5(29200-92300)	02
04	Junior Assistant	Level 4 (25500-81100)	04
		Total	**08**

Schedule-II

Pay Level & Structure	Designation	Minimum qualification for direct recruitment	Method of recruitment
Level-7 (44900-142400)	Section Officer	-	100% by promotion from Head Assistant, having not less than three (03) years substantive service as Head Assistant
Level-6B (35600-112800)	Head Assistant		100% by promotion from Senior Assistant, having not less than three (03) years substantive service as Senior Assistant and also having passed Secretariat Assistant Training Course Examination: Provided that 25% of posts to be filled up in a calendar year shall be earmarked for promotion of those Senior Assistant, who have not qualified the Secretariat Assistant Training Course Examination, but have crossed the age of 50 years as on 1st January of the year in which such promotions are being considered. Provided further that in case of Senior Assistants who have qualified the Secretariat Assistant Training Course Examination during his/her period of probation as Junior Assistant shall not be required to qualify the said examination again.
Level-5 (29200-92300)	Senior Assistant		100% by promotion from Junior Assistant in order of seniority, having not less than three (03) years substantive service as Junior Assistant and also having qualified Secretariat Assistant Training Course Examination.
Level- 4 (25500-81100)	Junior Assistant	Graduate from any recognized University with minimum 200 hrs or six months Certificate Course in Computer Applications from any recognized Institute and to qualify type test with speed of not less than 35	100% by direct recruitment. Provided that a person appointed by direct recruitment shall have to undergo and qualify the Secretariat Assistant Training Course Examination/Training during the period of probation.

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Amir Suhail, (JKAS)/ आमिर सुहैल, (जेकेएएस)
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